College of the Arts  
Office of the Dean  

Digital Learning Instructional Certification Guidelines  
(AY 2021-22)  

1. The College of the Arts, College Faculty Council of the College of the Arts, and the Department of Digital Learning Innovations affirm that ensuring a high-quality digital learning experience is of critical importance for any fully online (synchronous/asynchronous) or 66+% blended/hybrid class.

2. Faculty scheduled to teach a fully online or 66% blended/hybrid class should have taken an Online Course Facilitation Program (OCFP) or Online Course Design (OCD) course within the past five years.¹

3. For those faculty scheduled to teach a fully online or 66% blended/hybrid class who have not taken an OCFP/OCD course, provisional online instructor certification can be secured in a semester-by-semester ad hoc fashion by taking a minimum of five hours of self-directed KSU online instruction professional development and speaking with your Chair/Director to confirm what other supports you need to be successful. These ad hoc criteria can be superseded by a medical accommodation requiring a course to shift instructional modality mid-semester.

| Sample ad hoc preparations for provisional online certification |
|-----------------------------|-----------------------------------------------------------------|
| The semester before you teach: | Discuss the support you need to be successful for your online teaching assignment (i.e. Chair/Director/Associate Dean, One-On-One appointment with an Instructional Designer, or UITS COTA Technical Support Analyst) |
| Self-directed professional development: | KSU online instruction PD opportunities: DLI classroom module:  
  - Hybrid Classroom  
  - Flipped Classroom  

  OwlTrain D2L modules, such as:  
  - Using Zoom with D2L  
  - D2L Brightspace Content Building  
  - Using Kaltura to record and Post in D2L  
  - D2L Brightspace gradebook  
  - Getting started with ALLY  

  University Information Technology Services D2L Brightspace Training  
  CHSS Office of Digital Education Microtrainings |

4. Although Faculty teaching a 33% blended/hybrid class are not required to have completed an Online Course Facilitation Program (OCFP) or Online Course Design (OCD) course, they are encouraged to pursue these and other DLI Professional Development, or Owltrain D2L modules for continued growth.

¹ Taking a comparable College of the Humanities Office of Digital Education online course instruction program, such as CHSS Synchronous, will also be accepted.